Program Statement

OPI: FPI
NUMBER: 8051.03
DATE: 9/25/2003
SUBJECT: UNICOR Information Systems Administration

1. **PURPOSE AND SCOPE.** To define standards for the UNICOR Wide Area Network (WAN) and Local Area Network (LAN) configurations.

The purpose is to incorporate the latest technological changes undertaken during the Millennium implementation, clarify Systems Administrator Training requirements, and to incorporate the latest Department of Justice and other Federal Technology Security requirements.

2. **SUMMARY OF CHANGES**

◆ Eliminated references to the Management Control Systems (MCS).

◆ Reflects conversion from UNIX operating systems to Microsoft Windows™ Operating System.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

   a. Computer software and data stored on the UNICOR Computer Systems will be properly safeguarded.

   b. UNICOR Computer Rooms will be maintained and protected from environmental damage and unauthorized access.

   c. The UNICOR Computer System Administrator (SA) (and back-up) will be adequately trained to support the UNICOR Information Technology Network and provide technical assistance to UNICOR staff.

4. **DIRECTIVES REFERENCED**

   a. **Directive Rescinded**

      PS 8051.02   UNICOR Information Systems Administration
                           (9/17/97)

   b. **Directives Referenced**

      PS 1237.11   Information Security Programs (10/24/97)
      PS 8041.03   Factory Construction and Activation Manual -
                           FPI (12/11/97)

      101 Stat. 1724 Computer Security Act of 1987
      DOJ Order 2640.2D   Information System Security

5. **STANDARDS REFERENCED.** None

6. **ROUTINE PROCEDURES.** In order that the systems and data residing on the UNICOR WAN are protected properly, the Management Information Systems Branch (MISB) has documented operation and configuration standards in the UNICOR Information Systems Standard Manual, to include specific system configuration procedures, standards and directives, and tasks that the SA or back-up must perform.

The standards ensure:

◆ systems are configured correctly,
◆ security systems are implemented properly, and
◆ systems are maintained correctly so that daily factory operations are not adversely impacted.

Performance of those tasks makes certain that:

◆ the system is properly backed up;
◆ logs have been reviewed for any abnormal events occurring on the system;
◆ users have not attempted to access restricted resources; and
◆ the system is performing properly.

MISB will ensure all applicable standards are being followed through periodic checks and through periodic staff assistance visits to factory locations.

MISB is responsible for directing all SAs to support remote factory locations. MISB is also responsible for designating SAs

to participate in temporary duty assignments away from their primary support locations to support UNICOR's needs.

7. **COMPUTER SECURITY/ENVIRONMENT.** In the institution, it is critical that the UNICOR computer room be secured properly and that necessary environmental issues, such as power and ventilation, are addressed.

   a. **Computer Room Access.** Each computer room must have a secure lock on the door and access will be restricted to appropriate staff. An Entry Authority List (EAL) will be posted at the entrance to any computer room.

   b. **Environmental Conditions.** Environmental conditions must be monitored to prevent damage to the computer. Each factory will ensure that proper environmental control equipment is installed to maintain temperatures between 50 - 80 degrees Fahrenheit and a humidity level between 20 - 70%.

   c. **Physical Plant Requirements**

   ◆   The FPI Factory Construction and Activation Manual contains detailed specifications for new institutions.

   ◆   Staff at an existing institution should consult the Manual if plans are being developed to renovate the UNICOR computer room.

   d. The **UNICOR Information Systems Standards Manual** contains detailed technical instructions related to setup, daily system administration and back-up, as well as end user support and administration. This manual will be issued by the Chief, Infrastructure Systems Management section.

   ◆   The UNICOR Information Systems Standards Manual is available on the MISB intranet. A printed copy will be secured in the SA's work area and will be marked **"Limited Official Use - Staff Access Only."**

   ◆   Inmates will not be allowed access to the UNICOR Information Systems Standards Manual at any time.

   ◆   MISB will update the UNICOR Information Systems Standards Manual to address improvements in technology as necessary. SAs will be notified via e-mail when updates are made.

8. **UNICOR SYSTEM ADMINISTRATOR TRAINING.** MISB will offer the following training courses yearly. At a minimum, the following subjects are provided for each SA and his or her designated Backup SA located at remote sites.

- ◆ System Administration and Computer Network Security
- ◆ GroupWise Training
- ◆ SAP User Administration
- ◆ Microsoft Windows™ Operating System Training

In addition to the yearly training MISB offers, it is essential that each SA keeps current on new technology and viable security threats as they apply to the UNICOR Networks.

- ◆ UNICOR SAs should complete specialized training that is offered through local area colleges or through certifiable training organizations that would provide them with the professional working knowledge required for their positions. The focus of local training should be on the latest issues affecting Microsoft Windows™ based networks and include:

  - ◆ preventive maintenance,
  - ◆ client/server administration,
  - ◆ virus protection,
  - ◆ security,
  - ◆ TCP/IP, DNS/WINS/IP configuration,
  - ◆ LAN/WAN troubleshooting,
  - ◆ performance tuning,
  - ◆ network management,
  - ◆ backup and recovery,
  - ◆ storage, and
  - ◆ scalability technology, etc.

All SAs must request computer courses through their local needs assessment process and should complete at least two computer courses per year.

9. **ASSISTANCE.** Questions may be directed to the Information Systems Management Section, UNICOR Management Information Systems Branch at (202) 305-3555.

                                /s/
                                Harley G. Lappin
                                Director